

# STATE OF ALASKA

## DEPARTMENT OF NATURAL RESOURCES

### DIVISION OF AGRICULTURE

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### 2009 Alaska Grown Specialty Crop Competitive Grant Program Policies

The project funded under this program must comply with the following requirements:

- Any information obtained, data derived and reports resulting from a project funded by this grant must be made available to the public.
- No administration costs may be allotted in project budget.
- Travel and other expenses must follow federal and state guidelines for use of federal funds, as defined by OMB Circular A-87, or other relevant policies.
- Grant funds may not be used to fund political activities in accordance with provisions of the Hatch Act (5 U.S.C. 1501-1508 and 7324-7326).
- Projects are for up to one year in duration. The Alaska Division of Agriculture (Division) must be notified at least 60 days prior to the ending date of the project if for any reason the project cannot be completed within the timeframe established in the grant.
- If the project is not completed within the grant period, the applicant must pay back any unused funds.
- The applicant must provide one progress report, with expenditures to date, after the first six months of the project.

The Division reserves the right to:

- Reject any or all proposals received;
- Withhold any payments that do not meet grant conditions.
- Require return or refund of grant monies used for expenditures that are not allowed or unauthorized.

Grantees agree to comply with all applicable federal, state, and local laws, codes, regulations, rules, and orders. The grant will be governed by and construed in accordance with the laws of the State of Alaska.

Grantees will be accountable for all grant funds awarded. Grantees shall maintain books, records, receipts, and accounting procedures and practices sufficient to reflect all costs claimed to have been incurred for the performance of the grant agreement. Interim and final reports shall document all grant expenditures. Grantees will make receipts, books, and records available for audit or examination by the Division of Agriculture. Records will be maintained for three years from end date of the project.

Grantees must obtain prior approval from the Division if there is: 1) any major revision of the project scope or objectives after a project is funded; 2) need to extend the project period; or, 3) changes in key persons associated with the project.

*“Develop, Conserve, and Enhance Natural Resources for Present and Future Alaskans.”*